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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200016-8

SUPPORT DIRECTORATE

Report Reductions (Summary)

Office	Assigned Goal	No. of Reports Changed	Savings Reported Man hours/Dollars	How Savings Achieved
Office	\$18,000	9	2,487 \$18,148.90	1 report cancelled, 8 reduced in freq. & elimination of duplication
Office	41,000	21	-- 44,536.27	14 reports cancelled - 7 reduced by procedure change
Office	24,000	41	4,106 26,700.00	16 reports eliminated - 25 changed in frequency & No. of copies
Office	700	1	32 1,936.00	Converting report #5 from monthly to quarterly
Office	22,000	55	-- 15,820.65*	32 machine and 17 manual reports were canceled and 6 were changed in frequency and size. Other savings came from distribution changes involving some 74 other reports.
Office	8,000	5	-- 10,811.70	2 cancelled - 3 changed
Office	9,000	2	-- 9,050.00	OTR-16 (8 individual reports) extensively reducing material covered in report OTR 17 "End of Course Report" (6 individual reports) Will be required only on certain important courses.
Office	2,718	3	261 3,346.00	Discontinued daily section in A&RC report 1 RAB report reduced from quarterly to 3 times per year. Eliminated special portions from Annual Records Inventory.

Totals \$125,418 137 6,886 \$130,349.52 **

Goal not Achieved

** See Att. A, page 2, for additional savings derived from canceling the Annual Report of Significant Accomplishments.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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Attachment A (Page 2)

SUPPORT DIRECTORATE
REPORTS REDUCTION TOTALS ANALYSIS

Savings reported on Attachment A		\$130,349.52
Savings realized from cancellation of Annual Report of Significant Accom- plishments (listed by Office):		
Communications	\$ 951.92	
Finance	2,045.51	
Logistics	900.00	
Medical Services	218.00	
Personnel	187.80	
Security	3,358.47	
Training	<u>491.70</u>	
Additional Reports Savings		<u>**8,153.40</u>
Total overall Support Directorate reports reduction		138,502.92
Support Directorate - Assigned Goal		<u>125,418.00</u>
Amount exceeded assigned goal		\$ 13,084.92